

## Tuition Refund Policy

Notice of withdrawal from class must be given in writing to the Adult Education department to be eligible to receive refunds. The percentage of refund is listed below:

### Classes with over 500 scheduled hours per school year:

- 100% tuition refund if withdrawal notification is received in writing prior to the start of the second week of scheduled classes. All textbooks, supplies and equipment must be returned to be eligible for a full refund.
- 50% tuition refund if withdrawal notification is received in writing prior to the start of the third week of scheduled classes.
- No refunds after the beginning of the third week of scheduled classes.
- These programs are two semester courses and the refund policy will apply to each semester individually.

### Classes with fewer than 500 scheduled hours per school year:

- 100% tuition refund if withdrawal notification is received in writing prior to the start of the third day of scheduled classes. All textbooks, supplies and equipment must be returned to be eligible for a full refund.
- 50% tuition refund if withdrawal notification is received in writing prior to the start of the fourth day of scheduled classes.
- No refunds after the beginning of the fourth scheduled class.